

ROUTING AND TRANSMITTAL SLIP

Date 24 Aug 87

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. EXA/DDA		gr ²	AUG 1987
2. ADDA		W	
3. DDA		W	
4. CMS/DA	rec'd 9/10	Kal	9/10?
5. DDA/Registry			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

cc: D/OP
DD/OIT

Done MER/es
8/25/87

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Allen R. Elkins
Director of Finance
1212 Key

EXTENSION

NO.

87-1778x

DATE

21 August 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. ADDA
7D18 Headquarters

2.

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87-1778x

CONFIDENTIAL

21 August 1987

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting and Discussion with the A/DDA and Director of Personnel re the Transfer of Compensation Division to the Office of Personnel

25X1 1. This is to record agreements that were reached on 17 August 1987 at a meeting in the A/DDA's office. Present were Hank Mahoney (A/DDA), Ted Price (Director of Personnel), [redacted] (Deputy Director of OIT), and the undersigned. The subject of this meeting dealt exclusively with the DDA's directed order to effect a transfer of Compensation Division from the Office of Finance to the Office of Personnel.

25X1 2. Ted Price opened by saying our preliminary meeting and discussion had been harmonious and positive. He said there were only two issues from his perspective. They were: space to move and consolidate TRB and certain other OP elements with Compensation Division and, second, the question of staffing Compensation Division in the future as attrition and reassignments occur. At this point, I presented each of the participants with a paper prepared by [redacted] (Chief, Compensation Division), which designated 22 positions in the division which should remain as MF positions and be permanently staffed by Finance careerists on a rotational basis. These 22 positions were determined to require incumbents with formal training in accounting in order to perform the required duties. All other positions would be converted to an MP designation and, in time, filled by OP careerists. Ted said in the beginning, however, he saw no way that he would be able to staff Compensation Division. At this point, Hank Mahoney turned to me and asked if it didn't make sense for the Office of Finance to just continue staffing the payroll function. I replied that OF would be unable to totally staff the division without help from OP since we now have a zero quota for placing employee candidates in process, and staffing these entry level positions was dependent upon a steady flow of new, junior professional employees continuing to enter on duty. I further stated that if OP did not begin now to staff these jobs, they would be delaying indefinitely the attainment of substantive knowledge which personnel officers needed to have if they were going to manage and be responsible for the payroll function.

[redacted]

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Personnel re the Transfer of Compensation Division to
the Office of Personnel

3. With this exchange of views, Hank made the following decision: Finance would staff two (2) vacancies for each single vacancy filled by Personnel for the next year. By 1 October 1988, this role would automatically reverse and OP would staff two (2) vacancies for one (1) filled by OF. No deadline was mentioned as to when OP would take over all staffing of their positions. Hank further advised he would reopen the pipeline to allow the Office of Finance a few direct hire employees in order to provide us with a capability to fill payroll positions. Hank also agreed to explore the space issue in Key Building which Ted had mentioned at the beginning of the meeting. If possible, we would try to consolidate all the elements of Compensation Division (as Ted has decided) in order to achieve better communication and coordination.

4. With these decisions made, the meeting was concluded.

Allen R. Elkins
Director of Finance

DDA/OF/ARElkins:jcl (21Aug87)

Distribution:

Orig. - A/DDA
1 - C/CD/OF
1 - C/CMS/OF
1 - D/F Chrono
1 - OF Registry

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